

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> (Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						<b>1. DATE OF REQUEST</b> (YYYYMMDD) 20020915	
<b>REQUEST FOR OFFICIAL TRAVEL</b>							
<b>2. NAME</b> (Last, First, Middle Initial) Gray, Steven A.			<b>3. SOCIAL SECURITY NUMBER</b> 123-45-6789		<b>4. POSITION TITLE AND GRADE/RATING</b> Supply Sergeant/E5		
<b>5. LOCATION OF PERMANENT DUTY STATION (PDS)</b> Fort Polk, LA				<b>6. ORGANIZATIONAL ELEMENT</b> 4/6 <sup>th</sup> Inf Bn		<b>7. DUTY PHONE NUMBER</b> (Include Area Code) (713) 555-5555	
<b>8. TYPE OF ORDERS</b> TDY-MTSS TEST		<b>9. TDY PURPOSE</b> (See JTR, Appendix H) BNCOC		<b>10a. APPROX. NO. OF TDY DAYS</b> (Including travel time) 60		<b>b. PROCEED DATE</b> (YYYYMMDD) 20021001	
<b>11. ITINERARY</b> <input type="checkbox"/> VARIATION AUTHORIZED Fort Polk, La to Fort Lee, VA and return to Fort Polk, LA.							
<b>12. TRANSPORTATION MODE</b>							
<b>a. COMMERCIAL</b> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> SHIP <input type="checkbox"/>				<b>b. GOVERNMENT</b> AIR <input type="checkbox"/> VEHICLE <input type="checkbox"/> SHIP <input type="checkbox"/>		<b>c. LOCAL TRANSPORTATION</b> CAR RENTAL <input type="checkbox"/> TAXI <input type="checkbox"/> OTHER <input type="checkbox"/>	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<b>PRIVATELY OWNED CONVEYANCE (Check one)</b> RATE PER MILE: <input type="checkbox"/> <input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR			
<b>13.</b> <input type="checkbox"/> <b>a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.</b>				<input type="checkbox"/> <b>b. OTHER RATE OF PER DIEM (Specify)</b>			
<b>14. ESTIMATED COST</b>						<b>15. ADVANCE AUTHORIZED</b>	
<b>a. PER DIEM</b> \$		<b>b. TRAVEL</b> \$		<b>c. OTHER</b> \$		<b>d. TOTAL</b> \$	
<b>16. REMARKS</b> (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) USE PARA A, B, & C AS APPLICABLE.  A. For all AIT Reclass Students: GOVERNMENT QUARTERS ARE DIRECTED AT NO COST TO STUDENT. GOVERNMENT DEDUCTIBLE MEALS ARE DIRECTED AT NO COST TO THE STUDENT. SOLDIER WILL REPORT TO BLDG. P-3402, HQ LIMA CO. FOR IN PROCESSING AND PERMANENT PARTY (BARRACKS) HOUSING. SOLDIER WILL PROVIDE A COPY OF THEIR ORDERS AT IN PROCESSING. GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED EFFECTIVE 31 MARCH 03, MONDAY THROUGH FRIDAY EXCEPT FOR FEDERAL HOLIDAYS. A MAXIMUM OF \$42 A WEEK FOR TAXI FARES WILL BE AUTHORIZED ON THE TRAVEL ORDER FOR STUDENTS THAT ARE NOT AUTHORIZED A POV. SOLDIER IS DIRECTED TO KEEP A DAILY ITEMIZED LIST OF EXPENSES INCURRED FOR TAXIS. EARLY REPORT TO TRAINING SITE IS NOT AUTHORIZED. TRAVEL VOUCHER WILL BE SUBMITTED WITHIN 5 DAYS FOLLOWING COMPLETION OF TRAVEL.  B. All other students: GOVERNMENT QUARTERS ARE DIRECTED AT NO COST TO STUDENT. ALL STUDENTS WILL REPORT TO BLDG P-8025, FT. LEE LODGING FOR ROOM ASSIGNMENT. GOVERNMENT DEDUCTIBLE MEALS ARE DIRECTED UNTIL 1 APRIL 03 AT NO COST TO STUDENT. EFFECTIVE 1 APRIL 03, GOVERNMENT DEDUCTIBLE MEALS ARE DIRECTED FOR WEEKDAYS AT NO COST TO THE STUDENT WITH FULL LOCALITY MEAL RATE FOR WEEKENDS AND FEDERAL HOLIDAYS. GOVERNMENT TRANSPORTATION IS AVAILABLE AND DIRECTED EFFECTIVE 31 MARCH 03, MONDAY THROUGH FRIDAY EXCEPT FOR FEDERAL HOLIDAYS. A MAXIMUM OF \$42 A WEEK FOR TAXI FARES WILL BE AUTHORIZED ON THE TRAVEL ORDER FOR STUDENTS THAT ARE NOT AUTHORIZED A POV. SOLDIER IS DIRECTED TO KEEP A DAILY ITEMIZED LIST OF EXPENSES INCURRED FOR TAXIS. EARLY REPORT TO TRAINING SITE IS NOT AUTHORIZED EXCEPT FOR OFFICER ACCESSIONS CALLED TO IMMEDIATE ACTIVE DUTY AND APPROVED BY HQDA, ODCS, G-3. TRAVEL VOUCHER WILL BE SUBMITTED WITHIN 5 DAYS FOLLOWING COMPLETION OF TRAVEL.  C. IN AND AROUND POV TRAVEL, IF APPROVED BY THE ORDER-ISSUING OFFICIAL, IS LIMITED AS FOLLOWS:  On-Post: 5 miles per day Off post: 12 miles per day							
<b>17. TRAVEL-REQUESTING OFFICIAL</b> (Title and signature) STEWART P. LITTLE, SFC, USA, ADMIN NCO				<b>18. TRAVEL-APPROVING/DIRECTING OFFICIAL</b> (Title and signature) LOUISE MCDUFFIE, LTC, XO			
<b>AUTHORIZATION</b>							
<b>19. ACCOUNTING CITATION</b>							
<b>20. AUTHORIZING/ORDER-ISSUING OFFICIAL</b> (Title and signature) COL JOHN Q. DRAFT, COMMANDING						<b>21. DATE ISSUED</b> (YYYYMMDD) 20020920	
						<b>22. TRAVEL ORDER NUMBER</b>	